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Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer

DATE: 22 June 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report No. 25
15 - 21 June 1955I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

1. Catalog of Courses: Revisions, 1 August 1955, All Catalogs - incomplete; several have been received, awaiting revisions from Chiefs, OS, BS and IS. Chief, IS, has indicated the need for additional time for consultation with Chief, BOC.

25X1 2. Chief, ISB and [] discussed the proposed schedule for lessons in instructional techniques with [] trainees of the Operations School. Instruction will be given on 27 - 30 June. 25X1

25X1 3. [] supported the Film Production Branch by supplying cameraman and crew for the taking of 800 ft. of 16mm. and 35mm. film. The footage will be edited into the film prepared in the field, [] as the opening scene. 25X1

25X1 4. [] ISO, discussed with the Reference Librarian and with TSS personnel of the China Desk the progress of this study dealing with internal controls. The first draft by TSS of 75 pages will be submitted for use in a course beginning 11 July, and the study will be published about 1 August by TSS. Twenty-five copies have been requested for [] and 5 copies for OTR Library. 25X1

25X1 5. [] Country Handbooks - a separate memorandum outlining the scope of this project has been submitted to C/LETS. Other school chiefs will be contacted at a later date.

25X1 6. Economic Conditions in Southeast Asia - An Annotated List. Mr. [] has requested that this list include only books available in CIA and OTR Libraries. Deadline 15 July. Others interested in the list should contact [] 25X1

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- 2 -

7. Transfer of Far Eastern Area Books to LETS - approximately 150 books on China, Japan and foreign policy have been transferred to LETS for permanent retention. The control records will also be forwarded. This collection will be used in support of the summer Far Eastern courses.

8. Librarian accompanied [] LD/OCD, on a rush trip to the Pentagon to procure [] materials for []
Materials to be used on overseas assignment.

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9. The OTR Book inventory is nearly completed with only a part of [] cards yet to be typed.

10. Training Aids Completed During Week:

- a. BOC-OCI: Additional frame to existing Vu-graph roll.
- b. INTEL/PUB: 50 copies "Flow Chart for Intelligence Research" from Reproduction.
- c. OPS SCHOOL HQ/CSR: Indicate post-WWII boundaries on map, Central Europe.
- d. CPW: Phosphorous spray demonstration unit.
- e. CE: Two graphic charts.
- f. OTR/FPB: Three "cookies" for diffusion of light; 1 film title.

11. Lesson Plans received this week: None

12. Overseas requests received this week: One

13. Film: [] - location shooting to begin approximately 6 July.

14. Navigation Study Guide - no further work has been done on this text because of additional responsibilities of Chief, E&R.

15. Films for []

- a. No retention films due
- b. Thirty-four loan films due
- c. Five loan films sent

16. Attendance at Foreign Language Films

<u>Date</u>	<u>Language</u>	<u>Attendance</u>
6/15/55	German	[]
6/16/55	Spanish	
6/21/55	Italian	

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